



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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**MEMORANDUM**

TO: Agency Procurement Staff

FROM: Office Of State Procurement Training Team

DATE: July 5, 2006

SUBJECT: RFP Evaluation Committee Orientation Class Scheduled

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The Office of State Procurement will conduct RFP Evaluation classes at the DFA 1509 Building (1<sup>st</sup> floor conference room) in Little Rock on the dates listed. The purpose will be to provide "best practices" guidance and instruction for those who are involved in the State procurement process using the Request for Proposal process and who may serve as members of an RFP evaluation committee.

The class will cover: the development of RFP requirements, development of the evaluation form or reference forms, ethical issues and the processes that should take place during committee evaluations.

The class will be offered from 8am-12. There is no charge for the classes. Seating is limited, pre-registration is required. Please contact Barbara Ausbrooks [barbara.ausbrooks@dfa.state.ar.us](mailto:barbara.ausbrooks@dfa.state.ar.us) for registration.